

Jane Smith

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OBJECTIVE Loyalist College Personal Support Worker student seeking a placement opportunity in a nursing home setting

HIGHLIGHTS OF SKILLS

- Committed to providing outstanding client care
- Understanding of charting procedures and the importance of tracking health changes
- Trained on supporting residents with activities of daily living
- Excellent computer skills, with experience using MS Office, various company databases and data entry
- Mature, reliable and able to handle confidential information

EDUCATION

Personal Support Worker Certificate Program
Loyalist College, Belleville, Ontario, 2009—Present

- Currently enrolled in first year
- Learn in class and hands-on skills
- Highlights of studies include Supportive Care and Activities & Human Body in Health and Illness

Ontario Secondary School Diploma

Moira Secondary School, Belleville, Ontario, 2001

- Member, Senior Girl's Basketball Team
 - Vice-President, Student's Council
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RELATED EXPERIENCE

Placement Student, 2009
Hastings Manor, Belleville, Ontario

- Assisted residents with activities of daily living, including bathing, dressing and eating
- Worked under the direction of the nursing staff to provide care for residents
- Responsible for recording basic health observations
- Ensured residents needs were met and answered any questions they or their families had
- Was noted for ability to interact with residents

WORK HISTORY

Cashier, A&P, Belleville, Ontario, 2007 – 2009
Customer Service, MCCI, Belleville, ON, 2005 – 2007
Customer Service, Sears Canada, Belleville, ON, 2001 – 2005